

UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS 2-LEVEL PERFORMANCE APPRAISAL PROGRAM OPM Summary Level Pattern A PERFORMANCE RATING		1. APPRAISAL PERIOD From _____ To _____	
2. NAME <i>(Last, First, Middle Initial)</i>		3. SOCIAL SECURITY NUMBER	
4. OFFICIAL POSITION TITLE	5. PAY PLAN	6. OCCUP SERIES	7. GRADE
8. DUTY STATION	9. STATE	10. AGENCY/PROGRAM	11. ORGANIZATION STRUCTURE CODE

Instructions

Blocks 1 through 11. Self-explanatory

Block 12. Enter brief description of performance elements.

Blocks 13A, 13B. Rate actual performance by entering a "X" in the appropriate column.
 Block 14B. Check off the correct summary level described in decision table, 14A.
 Block 14C. Check type of rating.
 Blocks 15 through 18. Self-explanatory.

12.		13. ELEMENT RATING	
CRITICAL PERFORMANCE ELEMENTS		13A. Fully Successful	13B. Unacceptable
1			
2			
3			
4			
5			
6			
14A Decision Table for Summary Level Summary Level of FULLY SUCCESSFUL if all elements rated in 13A. Summary Level of UNACCEPTABLE if any element is rated in 13B.		14B Summary Level (See Decision Table in 14A) <input type="checkbox"/> LEVEL 3 - FULLY SUCCESSFUL <input type="checkbox"/> LEVEL 1 - UNACCEPTABLE	
15. SUPERVISOR'S SIGNATURE _____ DATE _____		14C Rating Type <input type="checkbox"/> RATING OF RECORD <input type="checkbox"/> ADVISORY RATING	
17. REVIEWER'S SIGNATURE (Mandatory if summary level is unacceptable, otherwise optional) _____ DATE _____		16. EMPLOYEE'S SIGNATURE _____ DATE _____ 18. IF EMPLOYEE DID NOT SIGN, GIVE REASON	